

Archival Review Board
August 6, 2019, 3:30 p.m.
(via telephone conference call)
Meeting Minutes

Participating: Member Katherine Cocklin attended the meeting with Commissioner Pauline Toole and Assistant Commissioner Kenneth Cobb. Members Richard Lieberman and Yasmin Ramirez joined the meeting via conference call. Member Christopher Moore was not present.

Agenda Item 1: Update on status of appointments:

Commissioner Toole noted that there were three members in attendance—a quorum. She said that the terms of Council appointees Richard Lieberman and Christopher Moore had lapsed. She has reached out to the Council, and pending further information, members Lieberman and Moore will continue to serve.

Agenda Item 2: Comments on draft ARB report:

Commissioner Toole asked if there were any questions or comments regarding the draft ARB report that had been distributed last week. She noted that this report is based on a fiscal year time period and would continue in that manner; previous reports had been calendar-year based.

Richard Lieberman said that he had sent his comments via email; he summarized them for the meeting by saying that he applauded the progress of the department. He suggested that the section on new acquisitions should include quantity information. He added that the department should consider reaching out to the Department of Education, especially in regard to the work they are doing around LGBTQ issues, bullying, etc. Commissioner Toole said she thought this material would still be active; i.e. not yet eligible for transfer to the Municipal Archives, but she would make sure the record retention schedule reflected its historical importance. She also added that the Board's ca. 1990s "Rainbow Curriculum" records would like now be eligible for transfer to the Archives.

Katherine Cocklin suggested that the section on Processing Projects in Collections Management could be improved with details about the listed projects, i.e. NYC Parks Department, Buildings Drawings, etc.

Yasmin Ramirez suggested that it would be helpful to have hyperlinks in the narrative, where appropriate, so that readers could quickly view the collection being discussed. She also asked why the activities of the public programming unit of the department were not mentioned. Commissioner Toole explained that the ARB charter-mandate was that it focus on Municipal Archives collection acquisition and processing activities; public programming would fall under the jurisdiction of the other board—the 15-member Archives Reference and Research Advisory Board (ARRAB).

The members agreed that the pie-chart of storage locations was not needed.

Agenda Item 3 -Set Next Meeting Date/Time

Wednesday September 25, 2019 was set for the next meeting.

Agenda Item 4 – Other business

Richard Lieberman said he was very impressed by what has been accomplished; he has been familiar with DORIS for decades and this is the best it has ever been. The meeting was adjourned at 4 p.m.